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7 JUN 1988

MEMORANDUM FOR: Director of Information Technology

FROM: John M. Ray
                 Director of Logistics

SUBJECT: Information Technology Equipment Census

REFERENCE: Memorandum for D/L from D/OIT,
                 Dtd 20 May 88 (OIT-0425-88),
                 Same Subject, Attachment C

1. Per the request in the referent, our response is attached.

    a. Attachment "A" contains the Office Systems Survey forms.

    b. Attachment "B" contains the Technical Equipment (TEQPT) reports of selected equipment with corrections made on the listing as requested.

    2. If there are any questions concerning the information provided, please contact [   ] OL/IMSS/TG on green
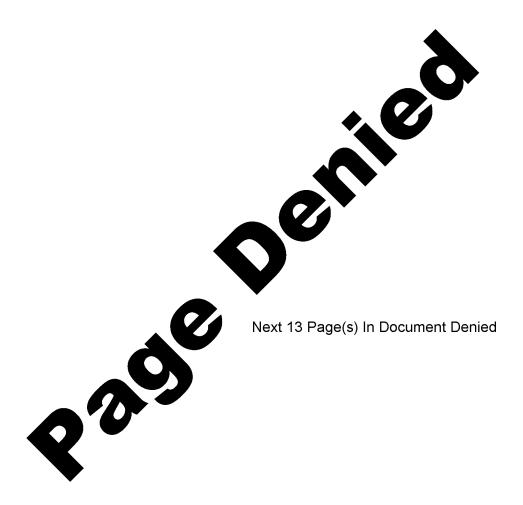
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                                            John M. Ray

Attachments

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OIT-0425-88

·2 0 MAY 1988

MEMORANDUM FOR: Director of Logistics

ATTENTION: ADP Control Officer, OL

FROM: Edward J. Maloney
Director of Information Technology

SUBJECT: Information Technology Equipment Census

REFERENCE: Memorandum for the Executive Director and
Deputy Directors, from D/OIT, dtd 2 May 88
(OIT-0356-88), Same Subject

1. The Office of Information Technology (OIT) requests your component's participation in a census of the Agency's Information Technology (IT) equipment. The resulting inventory will be extremely useful for planning and analysis purposes for both OIT and the directorates. It will identify equipment shortfalls and allow planning for future workloads and compatibility. OIT will also use the data to validate our equipment and maintenance database which is used to support and provide property accountability for much of the equipment in your areas. In addition, we will be surveying customer modems in order to develop a better understanding of certain engineering and security issues. Component inventories will of course be made available, for planning and analysis purposes. Via the reference your Deputy Director has been apprised of the purpose and scope of this survey.

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2. For the purpose of this census we have grouped the Agency's IT equipment into three classes: office systems, word processing devices, and multiuser computer systems. Office systems are defined as terminals, personal computers, printers and plotters. Word processing (WP) devices have been identified as any WP-related terminals, printers, and special purpose computers. (Since the Wang equipment inventory is considered accurate, Wang devices are excluded from this census.) Multiuser computer systems have been separated into two categories. Departmental computers are defined as being capable of supporting two-to-twenty concurrent users. Large computers have been identified as those capable of supporting greater than twenty concurrent

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users. Simultaneously, we are also surveying customer modems. Modems are generally used for unclassified data communications with outside databases. The Office of Security is interested in both the number, types and uses of these potentially vulnerable devices. There also may be some technical means of using the PBX to provide more efficient modem services. We need hard data, however, before we can engineer a solution.

3. To minimize the impact to your staffs, we are using existing OIT data as a starting point. These data have been extracted from OIT's PBX survey database, which encompasses all Headquarters equipment surveyed preparatory to being connected to the PBX, and the OIT equipment and maintenance database, covering all items for which OIT has maintenance responsibilities. The PBX data are believed to be current and accurate (for equipment either currently in, or scheduled to be in, the Headquarters complex). You need only generally review this PBX survey equipment. Outbuilding listings, derived from the equipment database, however, require a more thorough review. The constant unreported movement of this equipment has caused inaccuracies in the database. In addition, there is a significant amount of component equipment not in the maintenance database due to the fact that OIT support was never requested.

4. A detailed census package is enclosed. The purpose, scope, methodology, and schedule of the census were briefed on 15 March at an Agency ADPCO meeting. Census packages may be completed by providing current data in either an on-line or hardcopy format. In either case, we request that ▓▓▓ ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ Management Staffs to

5. I recognize that this census represents an additional workload for you. I apologize for adding to your burden but I believe establishing an accurate inventory justifies the increased workload. I expect that periodic updates to the inventory will go more smoothly once an accurate baseline is established. My staff has made a major effort to mitigate the Agency-wide impact and will provide you with additional assistance should it be required.

6. Thank you for your help in this matter.

Edward J. Maloney

Attachment:
Information Technology Equipment Census Package

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